

WATER RESOURCES ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Water Resources Analyst position exists is to perform a variety of tasks necessary to produce a quality product in the planning, organizing and monitoring of activities in the use of municipal property that could impact water quality and the environment. May be assigned to any division within the Water Resources Department. This classification receives general supervision from the assigned Division Manager.

ESSENTIAL FUNCTIONS

Manages environmental programs; including underground storage tanks, water quality, dry wells, air quality, energy conservation, hazardous materials, pollution prevention, pre-treatment, and waste minimization.

Manages environmental projects; including site assessments, health risk studies, soil and groundwater monitoring, fuel tank installations and closures, soil and groundwater remediation, water quality master planning, and state fund reimbursement applications.

Prepares and administers budgets to fund all division programs and projects.

Provides technical and management level advice to the upper management on policy issues.

Researches and recommends best available technologies.

Stays current with changes in environmental regulations and informs/educates operating personnel of changes.

Maintains compliance with federal, state and local environmental regulations; prepares compliance reports for federal, state and local agencies.

Coordinates water quality and environmental aspects of technical and regulatory work with the various City departments and functions.

Promotes water quality and environment awareness throughout the organization and to the general public.

Team player who works effectively with City staff and citizens; ability to listen and communicate effectively with a diverse group of people.

Creative thinker who is driven by opportunities to continually improve.

Assumes ownership of a variety of key projects dealing with citizens and employee.

Prepares and submits reports of activities and findings.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The intergovernmental environment for which sound long-range planning is essential.
Federal, state and local water quality standards and environmental regulations.

Ability to:

Plan and evaluate environmental programs is essential.
Exercise sound management principles and practices.
Display interpersonal skills with Council, boards, commissions, top management staff, the general public and outside organizations.
Operate a variety of equipment and machinery requiring continuous or repetitive arm-hand movements.
Communicate effectively with the public in the explanation of federal, state and local regulations and requirements.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
Enter data or information into a terminal, PC or other keyboard device.
Communicate effectively both verbally and in writing.
Listen and communicate effectively with a diverse group of people.
Prioritize schedule and work tasks and complete work within specified time periods and deadlines.

Education & Experience

Any combination of training, education and experience equivalent to five years of professional level experience in the field of water resources, water quality, or environmental quality. A Bachelor of Science degree in Environmental Science, Environmental Engineering, Environmental Planning or a related field such as Biology, Geology, Hydrology, Chemistry, Natural Resources, Public Administration, or Business Administration is desirable.

A valid Arizona Driver's License and no major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified